

GDPR and Data Protection Policy

Policy Statement

Pritchard Group Ltd is committed to ensuring that the personal data it handles is processed fairly, lawfully, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines our approach to data protection and sets out the responsibilities of employees, contractors, and partners when handling personal data on behalf of the company.

Scope

This policy applies to:

- All personal data processed by Pritchard Group Ltd, including data related to employees, clients, suppliers, and partners.
 - All staff, contractors, and third parties acting on behalf of the company.
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Our Commitments

We will:

- Process data lawfully, fairly, and in a transparent manner.
 - Collect data only for specified, explicit, and legitimate purposes.
 - Ensure data is accurate and kept up to date.
 - Keep data for no longer than necessary.
 - Secure data against unauthorised access, loss, or damage.
 - Respond promptly to requests from individuals wishing to exercise their rights under GDPR.
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Responsibilities

- **Directors and Senior Management** are responsible for overall compliance with data protection laws.
- **Employees and Contractors** must:
 - Follow all company procedures when collecting, storing, or sharing data.
 - Keep data secure and confidential.
 - Report any suspected data breach immediately.

Data Security Measures

Pritchard Group Ltd implements appropriate technical and organisational measures including:

- Password-protected systems and devices.
 - Secure cloud storage and restricted data access.
 - Regular data audits and staff training.
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Third Parties and Data Sharing

We only share data with trusted third parties when necessary for business operations and where appropriate data sharing agreements are in place.

Data Subject Rights

We uphold the rights of individuals under GDPR, including:

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object

Requests to exercise these rights can be made in writing to: info@pritchardgroup.co.uk

Breach Reporting


Any actual or suspected data breach must be reported to a director immediately. We will assess and respond to all breaches in line with ICO guidance.

Monitoring and Review

This policy will be reviewed annually or when changes in legislation occur. Staff will be provided with refresher training where appropriate.

Policy Acceptance

I confirm that I have read and understood the GDPR and Data Protection Policy. I agree to handle all personal data in accordance with this policy and legal obligations.

Signed 

Print Name: Shane Pritchard

Date: 25/04/2025